

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-08-033 LGL 2008-18
TITLE: WORKING OUT-OF-CLASSIFICATION EFFECTIVE DATE: February 16, 1992 REVISION EFFECTIVE DATE: September 9, 2008	

1.0 GENERAL

- 1.1 When an employee is off work temporarily it may be necessary for another employee to work out of classification to efficiently accomplish the work of the City. The City benefits by having continuity in the work of the higher level classification; and the employee benefits by gaining experience in a more responsible position.

Appropriate collective bargaining agreements supersede any language in this policy. Refer to agreement.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy applies to all non-uniformed employees in all City divisions and departments.

3.0 REFERENCES

None

4.0 DEFINITIONS

None

5.0 POLICY

- 5.1 When an employee is called upon to fill a temporary vacancy in a higher level classification and that employee performs the full range of duties of that higher level position, the employee shall be paid at the appropriate step of the salary range of the higher level position.

6.0 PROCEDURE

6.1 Selection For Out-Of-Classification Assignments

- 6.1.1 An employee may work out-of-classification only when notified in advance by his/her supervisor to fill a vacancy in a higher level position or for special advanced approved projects. Selection for out-of-classification assignments shall be made in the following order:

- a. The employee who has passed and is currently on the Civil Service promotion list for the position to be filled. If more than one employee in the work group is on the Civil Service promotion list, selection shall be made in order of standing on the promotion list.
- b. If no employee in the work group is on the Civil Service promotion list for the position to be filled, the employee who has the seniority for the position and, in the opinion of the employee's immediate supervisor, is fully qualified to perform the duties of that position.
- c. In the event that there is no employee in the line of progression to the out of class position, an employee in the next lower level classification may be given the out of class assignment provided that the employee has completed a thirty (30) day orientation/training under direct supervision of an employee experienced in the particular classification.

- 6.1.2 Selections for out-of-classification assignments are to be made from the foreman/supervisor work group. In some cases the work group will be the entire department; in others, a division; and in still others, the work group will be a unit of a division. The guiding factors should be how discretely each work group functions and what the selection practice has been. To facilitate continuity of operations, out-of-classification assignments of less than a full shift shall be handled within the smallest work unit.

6.2 Assignments Requiring Prior Approval

6.2.1 The following assignments to work out-of-classification require the prior written approval of the Human Resources Director:

- a. An assignment to a special project where no temporary budgeted vacancy exists.
- b. Assignments that will exceed two (2) calendar weeks.
- c. Assignments out of the employee's line of progression.

6.3 Payment For Out-Of-Classification Assignments

6.3.1 With the exception of employees being trained in a higher level classification, an employee working in a higher classification for less than a full shift shall be paid on an hour-for-hour basis; an employee working at least half a shift in the higher classification shall receive the higher level pay for the entire shift.

6.3.2 An employee working out-of-classification shall be paid at the step of the salary range for the higher level position that provides a one step increase (figured at the higher salary range) over his/her permanent salary; however, if after computing a one (1) step increase the amount falls between two (2) steps, the employee will be paid at the higher step. In no event will an employee working out-of-classification be paid more than the top step for the higher-level position. For example, if the out-of-classification assignment is to a position that has \$1.10 per hour difference between the first two (2) steps, the employee would be placed in the lowest step that provides a \$1.10 increase, but not to exceed the top step.

6.3.3 No adjustment to an employee's salary shall be made while the employee receives training in a higher-level position.

6.3.4 Out-of-classification pay shall not be retroactive.

6.4 Out-Of-Classification Assignments Not Automatic.

6.4.1 In a vast number of cases temporary vacancies do not need to be filled. Only when it is in the best interest of the City that a higher level temporary vacancy be filled should an out-of-classification assignment be made.


7.0 RESPONSIBILITIES

The Human Resources Department shall administer this policy.

8.0 APPENDICES

None

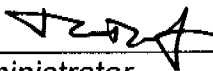
APPROVED BY:



City Attorney (A35T)



Human Resources Director



City Administrator

8/25/2008

Date